

28 September 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training

1. Courses

a. Records Management

Records management training is progressing very well. We have already had presentations [REDACTED] in Trends and Highlights, 25X1A the Midcareer, and the Intelligence and World Affairs courses.

The first Records Disposal Seminar was held on Tuesday, the 26th, with 17 Records Management Officers, GS-09 to GS-13, as students and six senior records officers as observers. The selection of the RMOs for the first session was intentional: to evaluate the program and to determine the applicability of the coverage to newcomers to the subject. Not all critiques have been received but the initial thinking is that some of the content may be too advanced for the uninitiated. The second seminar is scheduled for Friday of this week, this time with 19 "non-records" employees and 6 observers. Critiques will also be solicited and necessary

modifications will be incorporated for the third running, in December. (During October and November there will be three presentations each on file systems, and forms design and control.)

We have had almost 150 applications for the three Seminars, each of which was expected to be kept at a maximum of 15. Our new schedule, beginning in January 1973, we expect will take care of the present oversubscription plus the other applications certain to be forthcoming in the intervening months.

Concurrently, plans are underway to film the presentation on records Mr. Everett Alldredge, formerly with National Archives and now retired, will make to senior officials in the Agency. (His presentation will be quite similar to the one he gave at your Staff Meeting in April of this year.) [REDACTED] lectures given in the three courses named above and presentations in the Records Disposal Seminar will also be filmed.

b. Latin American Area Seminar

The Latin American Area Seminar is off to a good start in its first FY 73 running. Eleven students are enrolled, only three from WH Division; the remainder mainly from the DDI. At the session on 19 September, Dr. Milton Barall, a retired Foreign Service Officer, discussed Caribbean problems and their implications for US security

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interests. Seminar participants engaged him in a lively give-and-take that also involved problems of economic development in Latin America. Dr. Barall has had considerable experience in this field as a top-level advisor in both AID and the Department of State.

c. Language Statistics

The Language School's total enrollment is now up to 341 students, 66 more than were enrolled at this time a year ago. Of particular interest is that the classes being held at the Headquarters Building make up one-fifth of the total daytime hours of instruction given by the school, a promising result of the decision to take the language training closer to the customer.

2. Special Item

Several persons in OTR have recently provided [REDACTED] of 25X1A the Intelligence Community Staff with information on training in analytical methodologies given by OTR and at external facilities. The information 25X1A was in support of a study [REDACTED] is doing on the kinds of training given to both new and experienced analysts in the Agency, and one which apparently is to include recommendations to the DCI if any changes in the training are thought necessary.

25X1A [REDACTED] spent time with [REDACTED] discussing training in information 25X1A science techniques, with instructors in the School of Intelligence and World Affairs on the coverage of analytical techniques in the production courses,

and with members of the Admissions, Information and Records Branch, where he obtained a lengthy list of courses taken under Agency sponsorship at outside facilities and the number of employees who took those courses.

25X1A [REDACTED] has phoned his thanks for the assistance, and reports that he has enough data to work with.

3. Notes

Three conferences are scheduled for the [REDACTED] 25X1A during October: OSR, 12-13; IAS Working Management Conference, 13-14; and WH Division's COS Conference, 30 October-3 November. . . . Robert

25X1A

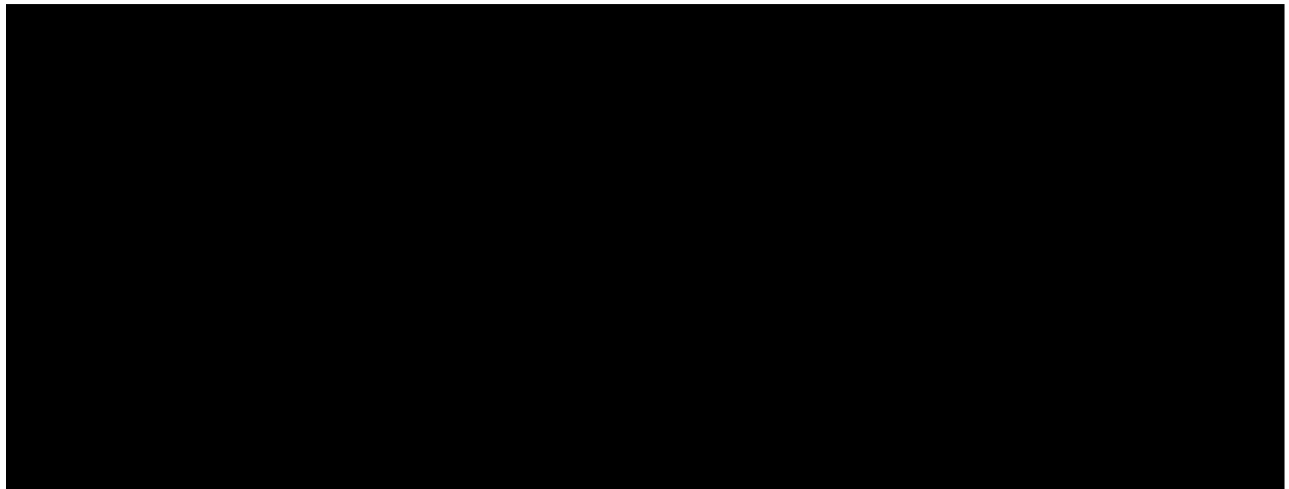
[REDACTED]

by private contractors. . . . Enrollment for the 30 October Foreign Affairs Executive Seminar now stands at six: five are from the DDI and one,

25X1A [REDACTED] from the Office of Logistics. . . . We have received confirmation from the U. S. Army Armor Center at Fort Knox that the second running of the Special Orientation Course for CIA Personnel will be held 13-17 November 1972. (This is the special course designed by the Center

at the request of Bruce Clarke for his specialists and given for the first time in April of this year. The cost to the Agency is travel and per diem.)

We have notified OSR; they plan to send six to eight students. . . . [REDACTED] 25X1A



4. Briefings

The present Attache Class from DIS will visit Headquarters on 4 October. The program, which begins at 8 a.m. and concludes with lunch at 11:20 a.m. in the North Cafeteria, is to be conducted in Room 1A-13. In addition to the class of 35 officers, several faculty advisors are expected to attend.

5. Guest Speakers

Attached is the schedule of high-level guest speakers who will participate in OTR courses during the week beginning Sunday, 1 October.



HUGH T. CUNNINGHAM  
Director of Training

Att

**High-Level Guest Speakers  
for the Week Beginning 1 October 1972**

<u>Name</u>	<u>Course</u>	<u>Location &amp; Time</u>
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Monday, 2 October

Donald Brewster National Security Council Staff	Midcareer	Hq., Rm. 1A-07 0900-1200
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John Holdridge Senior Staff Member National Security Council	Midcareer	Hq., Rm. 1A-07 1400-1530
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	Midcareer	Hq., Rm. 1A-07 1545-1715
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W. E. Colby Ex. Dir. -Compt.	Midcareer	Hq., Rm. 7D-42 1730-1930
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John F. Blake D/L	Project Officer in the Contract Cycle	25X1A  0900-0930
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25X1A  SA/DD/S&T	Project Officer in the Contract Cycle	25X1A  0940-1030
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Tuesday, 3 October

25X1A  Dep. Asst. Director for Production, NSA	Midcareer	Hq., Rm. 1A-07 0945-1200
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James J. Hitchcock C/PEG/IC	Midcareer	Hq., Rm. 1A-07 1515-1645
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Wednesday, 4 October

The Honorable  
Marshall Green  
Asst. Sec. for East  
Asian & Pacific Affairs,  
Department of State

Midcareer

Hq., Rm. 1A-07  
0900-1030

Brigadier General  
Daniel Graham  
Deputy Director for  
Estimates, DLA

Midcareer

Hq., Rm. 1A-07  
1500-1600

Thursday, 5 October

Charles A. Briggs  
D/PPB

Information Science  
for Intelligence  
Functions

25X1A  
[REDACTED]  
1030-1130

The Honorable  
Charles A. Meyer  
Asst. Secretary for  
Inter-American Affairs,  
Department of State

Midcareer

Hq., Rm. 1A-07  
1000-1130

Walter C. Minnick  
Staff Coordinator for  
Cabinet Committee on  
International Narcotics  
Control

Midcareer

Hq., Rm. 1A-07  
1400-1600

25X1A  
[REDACTED]  
C/ISD

CS Records I

Hq., Rm. 1A-13  
0900-0930

Friday, 6 October

Allen Schick  
Senior Specialist in  
American Government,  
Congressional Research  
Service, Library of  
Congress

Midcareer

Hq., Rm. 1A-07  
0900-1030

Friday, 6 October, Con't.

Richard Helms  
DCI

Midcareer

Hq., Rm. 7E-26  
1445-

John W. Coffey  
DD/S

Information Science  
for Intelligence  
Functions

Bldg. T-4, Rm. 100  
Anacostia Annex  
1440-1530

25X1A [REDACTED]  
SA/DD/S&T

Project Officer in  
the Contract Cycle

25X1A [REDACTED]  
0830-0920

W. E. Colby  
Ex. Dir. -Compt. (Host)

Executive Interchange  
Program

Hq., Rm. 1A-07  
1400-1600

**Panel:**

25X1A Charles A. Briggs, D/PPB  
[REDACTED]

25X1A Sayre Stevens, D/ORD  
[REDACTED]

- NOTE:**
- (1) Lt. General Walters, DDCI, is scheduled to speak at the Infantry School, Fort Benning, Georgia on Wednesday, 4 October.
  - (2) The Attache Class, Defense Intelligence School will visit Headquarters on Wednesday, 4 October, 0800-1200, in room 1A-13. They will be briefed by [REDACTED] OTR; [REDACTED] and other members of the Office of Security; and Mr. Bertholf, Chief, CIA Operations Center.

25X1A  
25X1A